

To : All Gulf of Mexico Region Employees

After much deliberating and consulting, we have sketched a space plan to implement while we wait for our Metairie building to be renovated. Our plan will allow us to put all Regional personnel back to work on or before October 28 at one of four locations. I would have liked, for efficiency of management, to have everyone in one location but the offshore managers convinced me that this plan will work; it has the advantage of putting the majority of the people – although not all – in New Orleans; and it is advantageous from a budget standpoint.

We have had the Public Health Service evaluate the 1201 Elmwood Building and we received their okay to reoccupy the first five floors of the building with some minor remediation, which is being done now. This would allow us to reoccupy the building on October 28. Some limited personnel may be asked to return sooner than that. As of October 28 we expect about 378 personnel to report to this building. It will be a tight fit but hopefully everyone will be able to carry out their function.

Additionally, personnel will report to the Houston space that has been rented at the ABS Building ( 16855 Northchase Dr., Houston). Many have already reported. Specific instructions will be given to employees. Approximately, 150 people will be temporarily relocated in this building.

Furthermore, we have rented space at 19218 N. 5th Street in Covington, Louisiana, and will have approximately 22 personnel report there as early as October 24.

Finally, we expect to place personnel in office space MMS had previously rented, along with some additional space, at 990 Corporate Drive in Jefferson. This is about two blocks from the Elmwood building. Again this will be done on October 28 and perhaps sooner, and we anticipate to relocate there about 74 personnel in addition to the New Orleans District Office contingent.

All employees should contact their supervisor on a regular basis to receive instructions on what location to report to. The granting of administrative leave for employees ends on October 27 and all employees must report to their assigned location to remain in a pay status. In all cases your management /supervisors will be providing you with instructions on what building to report to.

Warmest regards to the hard working professionals of the Gulf of Mexico Region.

Johnnie Burton,  
Director, Minerals Management Service  
Department of the Interior  
Washington, DC